


Impact of Next Day Arrivals on Itineraries and Allowances



Overview

Travelers are responsible for reviewing travel documents to ensure the content is accurate. Two key components travelers should pay special attention to are the itinerary and travel allowances. These two components drive the amount travelers receive as reimbursement. Expense reports are impacted by “Next Day Arrival” layovers because the travel allowance calculates the layover location in per diem. Below explains what to look for and how to fix it.

Tip: Look for a blue crescent moon  when booking airfare to identify itineraries with “Next Day Arrivals.”

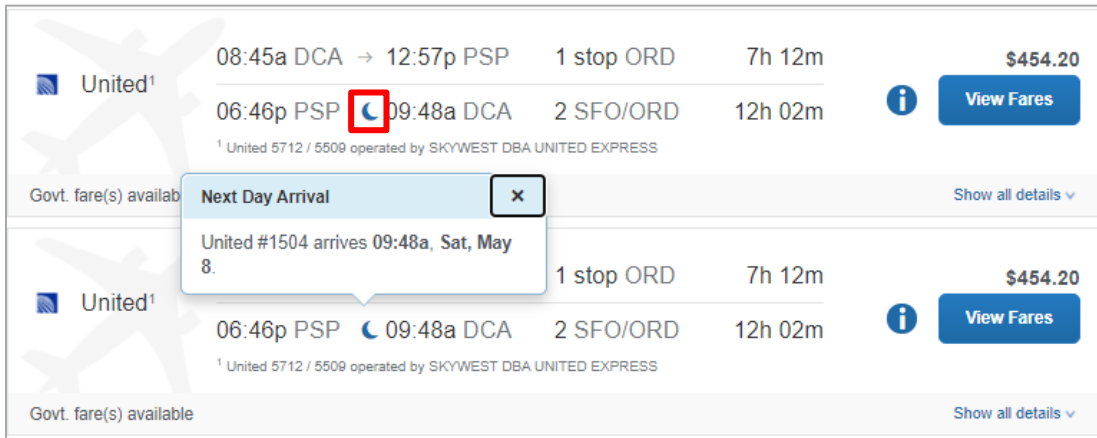
Scenario



I am traveling from Washington D.C. to Palm Springs, CA and have a “Next Day Arrival” layover in Phoenix, AZ, but I did not need a hotel. My layover in Phoenix, AZ is calculated in my travel allowances. How do I fix it?

How to Identify “Next Day Arrival” when Booking Airfares

- Below is the itinerary above. There is a “Next Day Arrival” layover on the return leg; therefore, the traveler arrives at 12:38 am the next day.

NOTE: The blue crescent moon  symbolizes the “Next Day Arrival”



United ¹	08:45a DCA → 12:57p PSP	1 stop ORD	7h 12m	\$454.20
	06:46p PSP  09:48a DCA	2 SFO/ORD	12h 02m	View Fares
¹ United 5712 / 5509 operated by SKYWEST DBA UNITED EXPRESS				
Govt. fare(s) available	Next Day Arrival ×			Show all details
	United #1504 arrives 09:48a, Sat, May 8.			
United ¹	06:46p PSP  09:48a DCA	2 SFO/ORD	12h 02m	\$454.20
	¹ United 5712 / 5509 operated by SKYWEST DBA UNITED EXPRESS			
Govt. fare(s) available				Show all details

- Proceed with booking air, hotel, and/or car based on mission requirements.

- Update the **Trip Purpose** in the **Request Header** and verify the **Temporary Duty (TDY) Location – City** matches the TDY destination (in this case Palm Springs, CA).

NOTE: the **TDY Location – City** often defaults to the arrival airport i.e. PSP Palm Springs International Airport.

- Add **M and IE Allowance** to the request. For a single destination trip like this one, use the **Meals – Single TDY Trip Only M and IE Allowance**.

Expense Type	Date	Amount	Requested
Meals - Single TDY Trip Only	05/03/2021	\$454.20	\$454.20
M and IE Allowance - Interim Days	05/03/2021	\$396.00	\$396.00
Estimated Total:		\$850.20	

- Verify the **TDY Location – City** matches the same location used in the **Request Header** then **Save** the M&IE Expense.

6. Be sure to add all necessary expense items then **Allocate** and **Submit Request** for approval.

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Manage Requests

Trip from Washington to Palm Springs \$1,213.20 **More Actions** **Submit Request**

Not Submitted | Request ID: 43KK7 | ⚠️ Must be approved by: 05/01/2021 10:45 AM

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add **Edit** **Allocate** **Delete**

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> M and IE Allowance.	Palm Springs, California	05/08/2021	\$363.00	\$363.00 <i>Allocated</i>
<input type="checkbox"/> Air Ticket (Self Booked)	Washington (DCA) - Chicago (ORD)	05/03/2021	\$454.20	\$454.20 <i>Allocated</i>
<input type="checkbox"/> Hotel Reservation (Self Booked)	Palm Springs, California	05/03/2021	\$396.00	\$396.00 <i>Allocated</i>
Estimated Total: \$1,213.20				

Expense Report – Reviewing the Itinerary and Allowances

1. Upon returning from TDY, create an expense report from the request by viewing the approved Request then clicking on **Create Expense Report**.

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Manage Requests

Trip from Washington to Palm Springs \$1,213.20 **More Actions** **Create Expense Report**

Approved | Request ID: 43KK7

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
M and IE Allowance.	Palm Springs, California	05/08/2021	\$363.00	\$363.00 <i>Allocated</i>
Air Ticket (Self Booked)	Washington (DCA) - Chicago (ORD)	05/03/2021	\$454.20	\$454.20 <i>Allocated</i>
Hotel Reservation (Self Booked)	Palm Springs, California	05/03/2021	\$396.00	\$396.00 <i>Allocated</i>
Estimated Total: \$1,213.20				

2. Select the **Travel Allowance** drop down then click on **Manage Travel Allowance**.

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Manage Expenses | View Transactions

Trip from Washington to Palm Springs \$0.00 **Submit Report**

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

REQUEST
Approved
\$1,213.20

Manage Travel Allowance

Add Expense **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to**

No Expenses
Add expenses to this report to submit for reimbursement.

3. When the **Travel Allowances for Report** screen opens click on **Create New Itinerary**.

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Current Itineraries

Search Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>

4. Click on **Import Itinerary** then select your itinerary and click **Import**.

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Trip from Washington to Palm Springs

Add Stop Delete Row Import Itinerary

Departure City Arrival City

No Itinerary Rows Found

Select trips and charges to use to create this itinerary

	Description	Start Date	End Date
<input type="checkbox"/>	Wingate Inn	03/24/2021 11:59 ...	03/24/2021 11:59 ...
<input type="checkbox"/>	Hotel Reservation at MCAS YUMA (CZFJSV)	03/29/2021 11:59 ...	04/02/2021 11:59 ...
<input type="checkbox"/>	Trip from Washington to Burlington (ATZKBM)	04/05/2021 10:03 ...	04/09/2021 04:24 ...
<input type="checkbox"/>	Trip from Washington to Honolulu (BXNHGY)	04/12/2021 08:15 ...	04/17/2021 12:26 ...
<input type="checkbox"/>	Holiday Inn	04/28/2021 11:59 ...	04/29/2021 11:59 ...
<input checked="" type="checkbox"/>	Trip from Washington to Palm Springs (RUPXTI)	05/03/2021 08:45 ...	05/08/2021 09:48 ...
<input type="checkbox"/>	Best Western International	05/10/2021 11:59 ...	05/14/2021 11:59 ...
<input type="checkbox"/>	La Quinta	05/17/2021 11:59 ...	05/21/2021 11:59 ...
<input type="checkbox"/>	Hotel Reservation at DENVER, CO, USA (KTGVCM)	05/24/2021 11:59 ...	05/28/2021 11:59 ...

Import Cancel

5. Under **Available Itineraries**, the imported itinerary will appear under **Assigned Itineraries**. Click **Next**.

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Washington to Palm Springs				
Washington, District of Columbia	05/03/2021 08:45 AM	Chicago, Illinois	05/03/2021 08:48 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	05/03/2021 10:30 AM	Palm Springs, California	05/03/2021 12:57 PM	RIVERSIDE COUNTY, US-CA, US
Palm Springs, California	05/07/2021 08:48 PM	San Francisco, California	05/07/2021 08:15 PM	SAN FRANCISCO COUNTY, US-CA, US
San Francisco, California	05/07/2021 11:10 PM	Chicago, Illinois	05/08/2021 08:58 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	05/08/2021 07:00 AM	Washington, District of Columbia	05/08/2021 09:48 AM	DISTRICT OF COLUMBIA, US-DC, US

Available Itineraries

Current Itineraries

Search Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>

6. Pay close attention to the details on the **Expenses & Adjustments** screen. The locations listed under **Date/Location** should always reference your TDY Location(s). In the example below, the travel allowance picks up the “Next Day Arrival” layover in Dallas, Texas as a per diem location. Click **Previous** to return to **Available Itineraries**.

No	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Actual Lodging	Allowance
05/04/2021	Palm Springs, California	\$40.00					\$40.00
05/05/2021	Palm Springs, California	\$56.00					\$56.00
05/06/2021	Palm Springs, California	\$56.00					\$56.00
05/07/2021	San Francisco, California	\$76.00					\$76.00
05/08/2021	San Francisco, California	\$57.00					\$57.00

7. Select the assigned itinerary, then click **Edit**.

Itinerary Name	Date and Time	Actual Rate Location
Washington, District of Columbia	05/03/2021 08:45 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	05/03/2021 10:55 AM	CHICAGO, ILLINOIS, US-IL, US
Palm Springs, California	05/07/2021 08:45 PM	PALM SPRINGS, CALIFORNIA, US-CA, US
San Francisco, California	05/07/2021 11:10 PM	SAN FRANCISCO COUNTY, US-CA, US
Chicago, Illinois	05/08/2021 07:00 AM	CHICAGO, ILLINOIS, US-IL, US
Washington, District of Columbia	05/08/2021 08:45 AM	DISTRICT OF COLUMBIA, US-DC, US

8. Select the 3 middle rows then select the **Delete Rows**.

NOTE: only 2 rows are needed for a single destination TDY. One row for Washington to Palm Springs, then a second row for Palm Springs to Washington.

Itinerary Name	Date and Time	Actual Rate Location
Washington, District of Columbia	05/03/2021 08:45 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	05/03/2021 10:55 AM	CHICAGO, ILLINOIS, US-IL, US
Palm Springs, California	05/07/2021 08:45 PM	PALM SPRINGS, CALIFORNIA, US-CA, US
San Francisco, California	05/07/2021 11:10 PM	SAN FRANCISCO COUNTY, US-CA, US
Chicago, Illinois	05/08/2021 07:00 AM	CHICAGO, ILLINOIS, US-IL, US
Washington, District of Columbia	05/08/2021 08:45 AM	DISTRICT OF COLUMBIA, US-DC, US

9. Select the first row then update the **Arrival City** to Palm Springs, CA. Next update the arrival time to the correct time. Then click **Save**.

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Trip from Washington to Palm Springs

Add Stop Delete Rows Import Itinerary

Departure City *	Arrival City	Arrival Rate Location
Washington, District of Columbia 05/03/2021 08:45 AM	Chicago, Illinois 05/03/2021 08:45 AM	COOK COUNTY, US-IL, US
Chicago, Illinois 05/03/2021 07:00 AM	Washington, District of Columbia 05/03/2021 08:45 AM	DISTRICT OF COLUMBIA, US-DC, US

Edit Itinerary Stop

Departure City
Washington, District of Columbia

Date
05/03/2021

Time
08:45 AM

Arrival City
Palm Springs, California

Date
05/03/2021

Time
08:45 AM

Save

Go to Single Day Itineraries Next >> Cancel

10. Select the second row in the itinerary and update the **Departure City** and time to the correct location and time

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Trip from Washington to Palm Springs

Add Stop Delete Rows Import Itinerary

Departure City *	Arrival City	Arrival Rate Location
Washington, District of Columbia 05/03/2021 08:45 AM	Palm Springs, California 05/03/2021 08:45 AM	RIVERSIDE COUNTY, US-CA, US
Chicago, Illinois 05/03/2021 07:00 AM	Washington, District of Columbia 05/03/2021 08:45 AM	DISTRICT OF COLUMBIA, US-DC, US

Edit Itinerary Stop

Departure City
Palm Springs, California

Date
05/03/2021

Time
07:00 AM

Arrival City
Washington, District of Columbia

Date
05/03/2021

Time
08:45 AM

Save

Go to Single Day Itineraries Next >> Cancel

(i.e. Palm Springs 11:55 AM) then click **Save**.

11. Click **Expenses & Adjustments** at the top, then review the travel allowances. The location under **Date/Locations** matches the TDY Location for this trip. Click **Create Expenses**.

NOTE: the only location calculated in travel allowances is Palm Springs, CA – the only TDY location for this trip.

Travel Allowances For Report: Trip from Washington to Palm Springs

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from: 05/03/2021 to 05/03/2021

No	DATE/LOCATION *	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Actual Lodging	Allowance
1	05/03/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00
2	05/04/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00
3	05/05/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00
4	05/06/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00
5	05/07/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00
6	05/08/2021 Palm Springs, California	\$48.00	Yes	Yes	Yes	Yes	\$48.00

Previous Create Expenses Cancel

12. Verify the **M and IE Allowance** expense line items under **Expenses** list Palm Springs, CA as the per diem location.

<input type="button" value="Add Expense"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to ▼"/>						
<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/08/2021	\$49.50 <small>Allocated</small>
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/07/2021	\$66.00 <small>Allocated</small>
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/06/2021	\$66.00 <small>Allocated</small>
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/05/2021	\$66.00 <small>Allocated</small>
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/04/2021	\$66.00 <small>Allocated</small>
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Palm Springs, California	05/03/2021	\$49.50 <small>Allocated</small>
						\$363.00

13. Create or import all expenses needed for this expense report. Adjust allocations, if necessary, then submit for AO approval.

You have successfully updated your itinerary to reflect the travel allowances accurately.